

# Pre-Application Review Meeting Submittal checklist

[as of March 10, 2011]

All the items appropriate items below must be provided to the duty Planner, in the quantities indicated, to begin processing your land use request. Incomplete applications will not be accepted. Please include this checklist with your submittal. A detailed explanation of each of these items is included with this checklist.

*For Rezoning, Special Use Reviews, Administrative Uses, Preliminary Plats, Concept Plans, and Exemptions from Platting*

A Pre-Application meeting will be scheduled within two weeks or as soon as possible thereafter, of submitting the following appropriate information together with the fee. Meetings are normally scheduled on Tuesday mornings between 9 am and 12 Noon.

- \_\_\_\_\_ Vicinity Map [ 15 copies ]
- \_\_\_\_\_ Current Deed or Title Commitment [ 1 copy ]
- \_\_\_\_\_ Proof of Access [ 15 copies ]
- \_\_\_\_\_ Proof of Water [ 15 copies ]
- \_\_\_\_\_ Proof of Fire of Protection [ 15 copies ]
- \_\_\_\_\_ Cover Letter [ 15 copies ]
- \_\_\_\_\_ Written Development Guide [ 15 copies ] – For Rezoning & Special Use Reviews only
- \_\_\_\_\_ Scaled Site Plan or Survey [ 15 copies ]
- \_\_\_\_\_ Landscape Plan [ 15 copies ]
- \_\_\_\_\_ Pre-Application [ \$100.00 ] – Submitted with the required # of copies

Property Owner / Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_

Property Address of Land use Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Duty Planner

\_\_\_\_\_  
Date

## Explanation of terms

Vicinity Map: This map illustrates the area within at least two miles of the project site. Preferably, it illustrates the relationship of the site to the nearest town or well-known landmark that allows an onlooker to have a perspective of where the site is in Elbert County.

Current Deed or Title Commitment: Self-explanatory

Proof of Access: Illustrates where the project has access to a County Road / or where access is preferred.

Proof of water: A copy of a well permit from Division of Water Resources / a statement of intention to obtain a well / water permit. When the availability of water is known and a project goes forward to approval prior to obtaining an actual permit, a project approval is “Conditioned” upon the receipt of approval for an adequate water supply from Colorado Division of Water Resources. Note – Elbert County requires an available water supply of 300 years for residential wells.

Proof of Fire Protection: Indicate which fire protection district provides coverage to the area in which the project is proposed.

Cover Letter: This letter should explain the desire for the project and why it is desired and current zoning at and surrounding the project area. The letter should discuss appropriate sewage treatment and traffic impact, and identify flood plain, 20% slopes and any drainage questions.

Written Development Guide: Request a template from Community & Development Services, for drafting a Development Guide.

Scaled Site Plan: Illustrate existing and planned structures, setbacks, environment features, road access, internal traffic and pedestrian paths.

Landscape Plan: See Community & Development Services for guidance.

Pre-Application Fee: \$100.00 to be submitted with checklist items.